

Birdlip Parish Council



Clerk@Birdlippc.org.uk

Minutes

Annual Meeting of the Parish Council 15th May 2024

Venue: St Mary's Church, Birdlip,

Present: Julian Lavington, Eileen McKay, Peter Ritchie, David Partridge and Malcolm Crossley

Attendees: Elaine Lavington Clerk and RFO

AGM-24/1 **To elect a Chairman of the Parish Council**, including signing of Acceptance of Office form
Cllr McKay proposed Cllr. Lavington as Chairman. This was seconded by Cllr. Partridge.
ALL AGREED. Councillor Lavington was elected as Chairman and the Acceptance of Office form duly signed.

AGM-24/2 **To elect a Vice-Chairman of the Parish Council**, including signing of Acceptance of Office form
Cllr Lavington proposed Cllr. McKay as Vice- Chairman. This was seconded by Cllr. Ritchie.
ALL AGREED. Councillor McKay was elected as Vice-Chairman and the Acceptance of Office form duly signed.

Chairman – To accept resignation by Councillor, Dawn Collings. The Chairman thanked Cllr Collings for her time on the Parish Council.

AGM-24/3 **Apologies for absence** Cllr Hale

AGM-24/4 **Declaration of Interest** Cllr Partridge declared an interest in item AGM-24/19 VIII a)

AGM-24/5 **Minutes**

- I. **To approve minutes of meeting held on 17th April 2024** approved and signed
- II. **To approve minutes of Extraordinary Meeting held on 24th April 2024** approved and signed
- III. **Action points from previous meetings** – unless currently itemed on agenda

AGM-24/6 **Public Participation regarding items on this Agenda (3 minutes per person allowed)** None

AGM-24/7 **To adopt Standing orders for Birdlip Parish Council**

Council **RESOLVED** to adopt Standing Orders for Birdlip Parish Council.

AGM-24/8 **To adopt Financial Regulations for Birdlip Parish Council**

Council **RESOLVED** to adopt Financial Regulations for Birdlip Parish Council.

AGM-24/9 **To adopt the Code of Conduct for Members of Birdlip Parish Council**

Council **RESOLVED** to adopt code of conduct for Birdlip Parish Council

AGM-24/10 **To Adopt Online Banking Policy (see new financial Regulations)**

The Council agreed the Financial Regulations and Risk Management Policy covered online banking.

AGM-24/11 **To approve the Risk Management Policy and agree actions**

Council **APPROVED** the Risk Management Policy for Birdlip Parish Council.

AGM-24/12 **To approve the Asset Register**

Council **APPROVED** the Asset Register for Birdlip Parish Council.

- AGM-24/13 **To accept Transparency code for smaller authorities**
Council **Accepted** Transparency Code for smaller authorities
- AGM-24/14 **To note that the bus shelter, defibrillator and kiosk, benches and village gateway signs have been inspected** Noted
- AGM-24/15 **Update CCTV Birdlip Village - Cllr Lavington**
Currently one quote had been received. Councillors agreed an additional ANPR camera maybe required. Cllr Lavington would meet with Birdlip School Headmaster to discuss siting of and Wi-Fi for system. Cllr Lavington to seek two further quotes for comparison.
- AGM-24/16 **Report on Neighbourhood Development Plan – Cllr Crossley**
Cllr Crossley had spent many months investigating the procedure for and implementation of a NDP. Many Parish Councils throughout the Cotswolds had, for various reasons started the process only to abandon the idea. It was agreed after much discussion, that the Parish Council would in the first instance, produce an informal questionnaire to gauge residents opinions on various matters including future development within the Parish. The Chairman thanked Cllr Crossley for his hard work.
- AGM-24/17 **To Agree and Sign Annual Governance Statement – AGAR 2023/24 (part 3) Sec 1** Agreed and signed
- AGM-24/18 **To confirm ongoing subscriptions to other bodies, including:**
- I. GAPTC membership and Annual Subscription £74.19 (due & paid April 2024) **Confirmed**
 - II. Community Heartbeat Trust as Maintenance provider for Defibrillator of £151.20 (due & paid April 2024) **Confirmed**
 - III. ICO £35 Direct Debit **Confirmed**
 - IV. Curtis Web Design annual Maintenance (£170 due July 2024) **Confirmed**
 - V. Room Hire Birdlip Church £250 per annum
- AGM-24/19 **Finances – documents circulated prior to the meeting**
- I. Update on current bank account signatories and online users
Parish Council agreed Cllr Ritchie would be 3rd full signatory for online payments along with the Cllr Lavington and Cllr McKay.
 - II. To note previous and current reconciled Bank Balance **Noted**
 - III. To note payments made since last meeting
 - a) Clerk Wages £304.20 **Noted**
 - b) Clerk Expenses £72.23 (includes first payment of email subscription, and Parish Meeting refreshments) **Noted**
 - c) Emergency purchase of new laptop £352.00 authorised via email with Council **Noted**
 - IV. To note receipt of first precept payment £5,310.00 **Noted**
 - V. To note receipt of PCCO Safer Streets fund Grant £20,000 **Noted**
 - VI. To agree payment of insurance cover in respect of all insured risk with Zurich (three year discount) for 2024-2025 at £317.81 **Agreed**
 - VII. To agree payment to Birdlip Garden Cooperative of £100 towards verge maintenance costs **Agreed**
 - VIII. To agree payments of the following donations;
 - a) Brimpsfield with Birdlip PCC £250 **Agreed**
 - b) Birdlip Rainbows £90 **Agreed**
 - c) Birdlip and Brimpsfield Playgroup £250 **Agreed**
 - d) Birdlip History Group £100 **Agreed**
- AGM-24/20 **To note the Clerk declines the offer of a Pension Provision** Noted
- AGM-24/21 **Agree PATA as Payroll services provider** Agreed

- AGM-24/22 **To consider quotations for Heritage sign** circulated prior to the meeting
It was agreed to accept the quotation of £3,180 including delivery and vat from Leander Architectural subject to confirmation of design. Clerk will circulate via email once received.
- AGM-24/23 **To Accept updated quotation from Delta Graphics for village noticeboards to include spray painting and additional lettering and approve payment £1570.00** Agreed and approved.
- AGM-24/24 **To note agenda items for the next Parish Council Meeting** Resident Questionnaire
- AGM-24/25 **Date of next meeting**
Meeting of the Parish Council Wednesday 19th June 2024, 7pm at St Mary’s Church, Birdlip.

The Chairman thanked those in attendance and closed the meeting at 8.12pm.

Signed.....

Date.....

DRAFT